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SECURITY INFORMATION

10 April 1952

MEMORANDUM FOR: CHIEF, ADMINISTRATIVE SERVICES, CIA

SUBJECT: Survey of Shipping and Procurement Procedures

1. I do not concur in the recommendations made in the attached survey for the following reasons:

a. It violates an established basic principle that to obtain satisfactory transportation service, the Transportation office should be established on the same level as the offices which it services.

b. It places responsibility for travel of personnel in one office, and responsibility for shipment of their personal effects and household goods in another. Under no circumstances should these functions be separated.

c. It overlooks the fact that within CIA there is an urgent requirement for a fully integrated Transportation office adequately staffed with qualified and experienced personnel to properly service the varied and increasing needs of CIA.

2. It is recommended that an analysis of the total CIA Transportation problem be made by personnel presently in CIA prior to any decision to transfer the Shipping Branch to Procurement office.

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Colonel T. C.  
Special Assistant to CAL

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